

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAnnouncements.aspx>

Announcement No. **26-17**

Date: 2 Mar 17

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を毎切日の 16:30 までに人事部日本人雇用係（キャンブフォスター建物番号 495、2 階）に提出して下さい。不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい
メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 032	Position title: Guard, #3000, BWT-3, Grade-1	
MLC F/Limited Term NTE 6 months	Number of position(s): 6	Location: Camp Schwab
Organization: G-3/5 Div, Provost Marshal's Office, JSG Battalion		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 9 Mar 17
Summary of duties: Under supervision of a US military or Japanese supervisor performs anyone or more of a variety of guard duties at a USFJ facility either on a regular or rotating duty shift. Duties involved require completion of appropriate training in use of certain small arms (revolvers, shotguns) and as required, the carrying of such arms while assigned to certain duty stations. Stands guard at designated entrance/exit gates and controls traffic of military and civilian personnel and vehicles entering and leaving USFJ facilities. Checks such documents as personnel badges and passes, property removal authorizations granting or denying entrance or exit as indicated. Ascertain destination of visitors as required, makes appropriate telephone clearances and provides instructions for reaching organizations and personnel. Issues visitors permits after obtaining clearance from individual or organization involved. As required maintain logs and other records to identify persons, vehicles and property entering or leaving the facility and may be required to check personnel, parcels or vehicles to prevent unauthorized removal of property. Patrols assigned areas at such facilities as airfields, depots, shipyards etc., involving such work sites as buildings, billets, housing areas, shops, storage and other operational areas to guard against unauthorized entry and to detect such conditions as fire, unlocked entryways, equipment left in operation and other similar disorders. Apprehends unauthorized visitors, takes appropriate minor corrective action or reports other incidents to superior for instruction and awaits arrival of proper personnel to correct the irregularity detected. Makes appropriate written and oral reports to establish required official records of include encountered. Duties require understanding of and ability to follow routine security procedures in which instruction is supplied periodically. Shift Schedule: Day: 0730-1615/ Swing:1530-2415/ Night: 2330-0815		
Qualification Requirements 資格条件 1. Over in good physical health. 2. Knowledge of the English Language. 3. Must have Degree 3 of Society for Testing English Proficiency		
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		必要書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証のコピー

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2 週間程度は非通知拒否設定を解除していただくようご協力お願いします。